

3.04.090 Contracting authority delegated to department directors.

A. The Mayor and department directors authorized to approve and sign purchase orders shall also have the authority to enter into contracts on behalf of the city within the limits established in § [3.04.030](#), provided that any necessary funding is available within the department's budget and the contract is first reviewed and approved by the City Attorney.

B. No individual department director may enter into a contract or multiple contracts with a single vendor with an aggregate cost exceeding the applicable limit provided above in a calendar year without approval by the Council or appropriate governing body. Notwithstanding this subsection, in the event of extenuating circumstances, a department director may enter into contracts with a single vendor that exceeds the above limits, provided that the requirements of the laws on competitive bidding are satisfied. The extenuating circumstances shall be reported to the Council at its next regular meeting.

(Ord. 6133, 2016; Ord. 5951 (part), 2013; Ord. 5534, 2009; Ord. 5167 (part), 2006)